



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Assistant Corporation Counsel (Labor and Employment)

Department: Law

Division: Labor and Employment

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 40 hours, and as needed

Salary: \$75,000 - \$95,000, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, mileage reimbursement, free CLE, and more.

The Law Department of the City of Jersey City seeks a qualified attorney to fill an Assistant Corporation Counsel position within the Labor and Employment Group. The Assistant Corporation Counsel will be responsible for assisting the Corporation Counsel and the head of the Labor and Employment Group in the management and handling of lawsuits affecting the City of Jersey City.

Job Duties:

- Manage incoming litigation from the pre-Complaint phase through pleadings, discovery, and final resolution, including trial.
- Draft and review written discovery responses.
- Prepare witnesses for and defend at depositions.
- Take depositions of opposition witnesses/parties.
- Interview witnesses as part of investigative and case preparation process.
- Prepare for and attend mediations and/or settlement conferences.
- Negotiate pre-trial resolutions of litigation.
- Perform other duties and responsibilities at the request of the Corporation Counsel/ Head of the Labor and Employment Group.
- Represent the City at disciplinary hearings and appeals before the Office of Administrative Law.
- Represent the City in unfair practice charges before the Public Employees Relations Commission
- Provide advice and counseling

**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Required Educational Background: Juris Doctorate Degree from a school of law accredited by the American Bar Association. Admission to the New Jersey Bar.

Preferred Experience: Judicial clerkship and/or one or more years in the practice of law

Essential Skills:

- Strong research and writing skills;
- Ability to establish and maintain effective working relationships with subordinates, other City of Jersey City employees, public officials and general public;
- Ability to exercise sound judgment in evaluating situations and in making decisions;
- Excellent organizational skills, ability to manage multiple projects at once, follow through and meet deadlines;
- Strong oral and written advocacy skills.
- Knowledge of and experience handling litigation involving CEPA, NJLAD, ADA, ADEA, and Title VII

Preferred Skills:

- Familiarity with the general workings and activities of municipal government.
- Previous defense side litigation experience.
- Familiarity with the Civil Service Act

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).

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